

From: "Pietrowski, Megan" <Megan.Pietrowski@scdag.com>
To: "Janice Jones" <jjones@memphiscrime.org>
CC: "Brona Pinnolis" <bpinnolis@memphiscrime.org>
"William Gibbons \wgibbons" <wgibbons@memphis.edu>
"Sharon Walker" <swalker@memphiscrime.org>
Date: 7/7/2017 10:26:16 AM
Subject: RE: Bike Funding

Janice,

Everything below is correct. That additional donor was a 1k check from Roy Ray with the Rotary Club of Memphis District Office. We received two donations from the Rotary Club in separate areas. The second donation was from The Rotary Club of Memphis East. We did apply all funding towards bike expenses. I asked that all checks be written out to MSCC and only one donor failed to do so. I know it makes things less complicated with the accounting and I apologize for any confusion.

Thanks,

Megan

From: Janice Jones [mailto:jjones@memphiscrime.org]
Sent: Thursday, July 06, 2017 5:14 PM
To: Pietrowski, Megan
Cc: Brona Pinnolis; William Gibbons (wgibbons); Sharon Walker
Subject: RE: Bike Funding

Megan,

Below is an accounting of the funds MSCC received for the Truancy Reduction Program along with the expenses incurred. Also, I noticed on the receipts you submitted the DA's office received an additional check for \$1,000.00 which I assume was applied toward the expenses (noted below). Please review the following and let me know if you are in agreement with the accounting and I will submit a request for reimbursement of the balance of incurred expenses.

Thanks,

Janice

Funds MSCC Received for Truancy Reduction Program	
· Hyde Foundation	10,000.00
· Monogram Foods	2,000.00
· Fed Ex	3,000.00
· Rotary Club	3,000.00 = \$18,000.00
Payment toward Bikes (5/16/17)	\$12,000.00
Balance Remaining in Fund	\$ 6,000.00
Expenses:	
Cost of Bikes	\$16,174.61
Great Value Storage Receipt	\$ 21.39
Great Value Storage Receipt	\$ 989.90
TOTAL	\$17,185.90

Additional Donor through DA's Office (???)	(1,000.00)
TOTAL	\$16,185.90
Expense Balance	\$16,185.90
MSCC Payment	(12,000.00)
Reimbursement to DA's Office	\$4,185.90
Amount Carried Over to FY'18	\$1,814.10

From: Pietrowski, Megan [mailto:Megan.Pietrowski@scdag.com]

Sent: Thursday, July 06, 2017 10:39 AM

To: Janice Jones <jones@memphiscrime.org>

Subject: RE: Bike Funding

Hi Janice,

Here is one last receipt that I need to include in our reimbursement for bike expenses. Each year we have bikes leftover that are never claimed and we exchange them for store credit or they are donated. This year our CAO agreed it would be more cost effective for us to store them for next year. We struggle securing funding each year and it would cost us less to store the remaining bikes for next year as opposed to purchasing them all over again. We have 37 bikes leftover for next year, boxes of t-shirts and helmets that are stored in a unit on Lamar. I have attached the receipt with the cost so it can be added to the additional receipts I dropped off On June 22nd. Thanks so much!

Take care,

Megan

From: Janice Jones [mailto:jones@memphiscrime.org]

Sent: Tuesday, June 20, 2017 12:13 PM

To: Pietrowski, Megan

Cc: Sharon Walker

Subject: RE: Bike Funding

Hi Megan,

You can drop the receipts off anytime either today or tomorrow (going to lunch today around 1:00). Once the Rotary Club check is deposited we will get a check cut to the DA's office to cover the additional expenses incurred.

Thanks

Janice

From: Sharon Walker

Sent: Tuesday, June 20, 2017 11:45 AM

To: Janice Jones <jones@memphiscrime.org>

Subject: FW: Bike Funding

From: Pietrowski, Megan [mailto:Megan.Pietrowski@scdag.com]

Sent: Tuesday, June 20, 2017 11:36 AM

To: Sharon Walker <swalker@memphiscrime.org>

Subject: RE: Bike Funding

Yes ma am I did. Yes, I was referring to that check. They emailed me asking if I knew you all have received the funds. Then I also have a \$3k check from the Rotary Club that I was presented that I need to give you. Since we were receiving last minute funding our office covered the cost of the shortfall on the bikes. I have receipts for the bikes and the storage unit showing what has been purchased. Once I bring you this second check we will have \$6k, which will allow us to be reimbursed for what we covered. Then we can leave the remaining amount with you for next year.

From: Sharon Walker [<mailto:swalker@memphiscrime.org>]

Sent: Tuesday, June 20, 2017 11:31 AM

To: Pietrowski, Megan

Subject: RE: Bike Funding

Megan,

You picked up the \$12,000 check, correct; are you referring to the \$3,000 check from FedEx? Sam

From: Pietrowski, Megan [<mailto:Megan.Pietrowski@scdag.com>]

Sent: Tuesday, June 20, 2017 11:13 AM

To: Sharon Walker <swalker@memphiscrime.org>

Subject: RE: Bike Funding

Hey Sam!

I emailed you, at the end of May, regarding a check received from FedEx, but you were out of the office. I wanted to follow up about that and make sure you all received it.? I have also received another check from the Rotary Club of Memphis that I need to bring to you along with receipts. I meant to do it sooner, bit my grandmother passed away on the 9th and I was out all last week. Our office covered the shortfall of the bikes and we have paid for storage for the bikes. I assume a check can be processed once we get both of the donor checks in one place to reimburse the office for accrued expense. Let me know when would be a convenient time for me to stop by.

Take care,

Megan L. Pietrowski

Special Assistant to the District Attorney General
Program Director of Truancy Reduction Initiative
Shelby County District Attorney General's Office
P: 901.222.1395 F: 901.222.7971 C: 901.304.9526
Megan.pietrowski@scdag.com



From: Sharon Walker [<mailto:swalker@memphiscrime.org>]

Sent: Thursday, May 18, 2017 10:03 AM

To: Pietrowski, Megan

Subject: RE: Bike Funding

Of course.. Sam

From: Pietrowski, Megan [<mailto:Megan.Pietrowski@scdag.com>]

Sent: Thursday, May 18, 2017 10:02 AM
To: Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

Yes ma'am I did. Thank you! I will be at the Attendance Task Force meeting, in your building, today at 3 p.m. Can I come get it before that?

From: Sharon Walker [<mailto:swalker@memphiscrime.org>]
Sent: Thursday, May 18, 2017 9:45 AM
To: Pietrowski, Megan
Cc: Janice Jones
Subject: RE: Bike Funding

Good Morning,
Just wanted to make sure that you received my message that the check was ready! Sam

From: Pietrowski, Megan [<mailto:Megan.Pietrowski@scdag.com>]
Sent: Wednesday, May 17, 2017 10:21 AM
To: Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

No problem or rush Sharon! I don't have to purchase the bikes until next week. I appreciate your help.

Take care,

Megan L. Pietrowski
Special Assistant to the District Attorney General
Program Director of Truancy Reduction Initiative
Shelby County District Attorney General's Office
P: 901.222.1395 F: 901.222.7971 C: 901.304.9526
Megan.pietrowski@scdag.com



From: Sharon Walker [<mailto:swalker@memphiscrime.org>]
Sent: Wednesday, May 17, 2017 10:19 AM
To: Pietrowski, Megan
Subject: RE: Bike Funding

Good Morning Megan,
I have to get a second signature on the check – looks like it won't be signed until around 1:00 p.m. – I will call you when it is ready!

Sharon (Sam) Walker
Executive Assistant to the President

Memphis Shelby Crime Commission
600 Jefferson Avenue, #400
Memphis, TN 38105
901-507-4188
901-577-0286 (Fax)



From: Pietrowski, Megan [<mailto:Megan.Pietrowski@scdag.com>]
Sent: Wednesday, May 17, 2017 10:14 AM
To: Janice Jones <jones@memphiscrime.org>
Cc: Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

Thank you Janice. I just spoke with the manager from Wal-Mart. I will have the receipts for the bikes by then as well. You requested a list of donors. I have included all of the information below:

FedEx 3k (This check should be arriving in the next few weeks. They were late to the game. Until then the office will cover the shortfall.)
Hyde Family Foundation 10k
Monogram Foods 2k
The Rotary Club of Memphis 1k (This check was issued directly to the office.)

Sharon you just let me know a convenient time to pick it and I will work around you.

Thanks!

Megan

From: Janice Jones [<mailto:jones@memphiscrime.org>]
Sent: Tuesday, May 16, 2017 4:15 PM
To: Pietrowski, Megan
Cc: Sharon Walker
Subject: RE: Bike Funding

Megan,

You can pick up the check tomorrow after 12 noon. I will be out of the office but Sharon (Sam) Walker, the Executive Assistant will have it ready for you. Send her an email or call her (507-4188) before you come to make sure she's available.

Thanks,

Janice

From: Pietrowski, Megan [<mailto:Megan.Pietrowski@scdag.com>]
Sent: Tuesday, May 16, 2017 10:49 AM

To: Janice Jones <jjones@memphiscrime.org>
Cc: William Gibbons (wgibbons) <wgibbons@memphis.edu>; Brona Pinnolis <bpinnolis@memphiscrime.org>; Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

Perfect! Thank you for your help Janice.

From: Janice Jones [<mailto:jjones@memphiscrime.org>]
Sent: Tuesday, May 16, 2017 10:16 AM
To: Pietrowski, Megan
Cc: William Gibbons (wgibbons); Brona Pinnolis; Sharon Walker
Subject: RE: Bike Funding

Megan,

I will request the check today for the 12K which will probably be ready for pickup tomorrow. I'll notify you once it's ready.

Janice

From: Brona Pinnolis
Sent: Thursday, May 11, 2017 5:09 PM
To: Pietrowski, Megan <Megan.Pietrowski@scdag.com>
Cc: Janice Jones <jjones@memphiscrime.org>; William Gibbons (wgibbons) <wgibbons@memphis.edu>; Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

Yes, we will have to discuss this grant idea next week when I get back to the office.

Thanks for the reminder.

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: "Pietrowski, Megan" <Megan.Pietrowski@scdag.com>
Date: 5/11/17 5:46 PM (GMT-05:00)
To: Brona Pinnolis <bpinnolis@memphiscrime.org>
Cc: Janice Jones <jjones@memphiscrime.org>, "William Gibbons (wgibbons)" <wgibbons@memphis.edu>, Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

I will gladly follow the same format as last year and report everything as requested. I kept the report for my records.

I still need to know how to move forward with the funding from FedEx that I mentioned in a previous email. Scott, our CAO, asked me to get with you about drafting a grant agreement for the 5k they would like to begin contributing to our Truancy Reduction Program. They are currently deciding on the level of sponsorship they would like to contribute towards the bikes moving forward.

Janice, the check can be made out to Walmart again. Just let me know when it is ready and I will come pick it up. I

am waiting for an invoice and a grand total from Walmart. The manager said I would have it this week. I will follow up with him to ensure you have everything that you need. I will obtain a receipt the day that they are purchased and get that to you as well. Thank you for all your help!

Megan

On May 11, 2017 4:21 PM, Brona Pinnolis <bpinnolis@memphiscrime.org> wrote:

Megan, let's follow the same format as last year including participating schools I believe as well as number of successful participants. Let me know if you would like me to forward last year's report and I'll send it next week when I'm back in the office. Thanks everyone.

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Janice Jones <jjones@memphiscrime.org>
Date: 5/11/17 5:17 PM (GMT-05:00)
To: "Pietrowski, Megan" <Megan.Pietrowski@scdag.com>
Cc: "William Gibbons (wgibbons)" <wgibbons@memphis.edu>, Brona Pinnolis <bpinnolis@memphiscrime.org>, Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

Hi Megan,

We did receive the Hyde Foundation check which brings the total to 12K. Let me know how you wish to handle receipt of these funds. Last year the check was made payable to Walmart. Also, as usual we will need an invoice/receipt to show the purchased price and a list of additional donors.

Thanks, let me know if I can be of further assistance.

Janice

From: Pietrowski, Megan [mailto:Megan.Pietrowski@scdag.com]
Sent: Thursday, May 04, 2017 10:33 AM
To: Janice Jones <jjones@memphiscrime.org>
Cc: William Gibbons (wgibbons) <wgibbons@memphis.edu>; Brona Pinnolis <bpinnolis@memphiscrime.org>; Sharon Walker <swalker@memphiscrime.org>
Subject: RE: Bike Funding

Janice,

I just spoke with Lauren. She said you all would have the check by next week. I will follow up with you then so I can swing by and get it.

Thanks,

Megan

From: Janice Jones [mailto:jjones@memphiscrime.org]
Sent: Wednesday, May 03, 2017 3:55 PM
To: Pietrowski, Megan
Cc: William Gibbons (wgibbons); Brona Pinnolis; Sharon Walker
Subject: RE: Bike Funding

Hi Megan,

We did receive a check for \$2,000 from Monogram Food Services but have not received the \$10,000 grant award from the Hyde Foundation. An award letter dated 8/17/2016 states the grant was approved and funds would be received by May 1, 2017 but to-date (Sam and I have checked extensively) the funds have not been received. So, for now on this end we only have the \$2,000 and hopefully the 10K is in the mail.

Let me know if I can be of further assistance.

Janice

From: Brona Pinnolis
Sent: Wednesday, May 03, 2017 1:43 PM
To: Janice Jones <jjones@memphiscrime.org>; Bill Gibbons <wgibbons@memphis.edu>

Cc: Megan Pietrowski <Megan.Pietrowski@scdag.com>

Subject: Fwd: Bike Funding

It's bike program processing time. Did we get money from Monogram? Janice, can you coordinate with Megan?

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: "Pietrowski, Megan" <Megan.Pietrowski@scdag.com>

Date: 5/3/17 12:51 PM (GMT-06:00)

To: Brona Pinnolis <bpinnolis@memphiscrime.org>

Subject: Bike Funding

Hi Brona,

It is that time of year again.....we are preparing for 'Bikes for Perfect Attendance.' We have to pay for the bikes at the end of May, but I wanted to go ahead and start the process of collecting the funds. We should have funding from the Hyde Family Foundation and Monogram Foods. The other donors cut checks directly to the office. I was unsure if I needed to reach out to you or to Janice to start the process. Just let me know and I will do so accordingly.

Take care,

Megan L. Pietrowski

Special Assistant to the District Attorney General

Program Director of Truancy Reduction Initiative

Shelby County District Attorney General's Office

P: 901.222.1395 F: 901.222.7971 C: 901.304.9526

Megan.pietrowski@scdag.com